

Data Collection Management Matrix—Commercial Example

Purpose: To document data location and the process of maintaining, acquiring and storing data necessary for the EnMS and management review.

| Data | Data Source | Data Location | Acquisition | Recording Method | Frequency | Needed for Mgt. Review? |
|----------------------------------|------------------------|------------------------------|--------------------|-------------------------------------|------------------------------------|--------------------------------|
| Facility gas consumption | Utility gas meter | Utility closet | Manual reading | Gas consumption record form | Every Monday beginning first shift | Yes |
| Facility electricity consumption | Utility electric meter | Utility closet | Manual reading | Electricity consumption record form | Every Monday beginning first shift | Yes |
| Occupancy | Timecards | Wall next to Human Resources | Manual reading | Recorded on computer spreadsheet | First day of every month | Yes |
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